

Class Code 3012/Nonexempt
Position Title Associate Technician
Survey Title Engineering /Sidewalk Section
Effective Date 10/01/03



JOB DESCRIPTION

Scope

Coordinates project design and construction activities for the Sidewalk Section of the Engineering Division which includes engineering design and plans preparation for sidewalk projects, as well as maintenance of file room operations.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assist in the preparation of engineering construction plans required for sidewalk projects. Perform routine field reconnaissance to review assigned projects and other supplemental site data, survey data and other related engineering information required to complete the project. Assist customers and County staff by locating information in the file room and by answering specific questions about the file room process. Assist in the generation of copies and prints for customers and County staff. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Must have knowledge of personal computers and associated software. Must possess knowledge of mathematical calculations and processes. Skilled in the operation of Autocad drafting software and normal engineering office equipment, such as calculator, copy machine, blue print machine, etc. Communicate effectively both orally and in writing. Establish good working relationships with co-workers, managers, applicants and the general public.

Education

High School Diploma or GED and two (2) years of responsible experience in civil engineering, drafting, design methods and procedures and the sequencing of construction activities as it relates to sidewalk projects. Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment is primarily an office setting, requiring the incumbent to perform the following physical activities: sitting, standing, stooping, bending and kneeling within the normal activities of this position. Position function requires some lifting or carrying of 25 pounds or less is necessary.